

**CARROLL COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES**

**May 19, 2021
Approved**

Due to the COVID-19 Pandemic, this meeting was held via conference call.

BOARD MEMBERS PRESENT

Dave Bollinger
Sherri-Le Bream
The Honorable Diane Foster
Kelly Frager, Chair
Dennis J. Hoover
Mary Kay Nevius-Maurer, Vice Chair
Dave O’Callaghan
Dr. James D. Ball, Secretary/Treasurer

COMMISSIONER LIAISON

The Honorable Stephen Wantz

STUDENT GOVERNMENT

Michael Wilhelm

STAFF PRESENT

Marianne Anderson
Tara Barnabei
Rob Brown
Trish Carroll
Dr. Natalie Crespo
Dr. Kristie Crumley
Dr. Maya Demishkevich
Amanda DeRose
Clyde Johnson
Dr. Michelle Kloss
Robert Krzanowski
Jen Milam
Dr. Rose Mince
Marsha Nusbaum
Alan Schuman
Laurie Shields
Libby Trostle
Steve Wantz

Mrs. Frager announced today’s meeting was being recorded.

Mrs. Frager called the meeting to order at 4:30 P.M. and led the opening exercises.

Mrs. Frager announced there would be one additional item added to the Agenda of May 19, 2021. The Presentation of the new College Logo Redesign would be presented under the President’s Report. Mrs. Foster moved for approval of the amended meeting Agenda; Mr. O’Callaghan seconded. The May Agenda was unanimously approved as amended.

Mrs. Nevius-Maurer noted a few grammatical errors in the Minutes of April 21, 2021. Mrs. Bream moved that the minutes of April 21, 2021, be approved with revisions. Mrs. Nevius-Maurer seconded. The April minutes were unanimously approved.

Dr. Ball asked Madam Chair, Mrs. Kelly Frager, if she would allow Commissioner Wantz to present his report to the Board before the President’s Report, due to a scheduling conflict with the Commissioner’s calendar.

Mr. Frager agreed to have the Commissioner report at this time and welcomed him to the meeting.

Commissioner Wantz reported:

- The Commissioners are nearing the end of the budget process, and he was happy to report that everyone received something from the budget during these challenging times. The FY2022 Budget will be adopted on Tuesday, May 25, 2021.
- The County will begin to focus on their infrastructure. The Commissioner conveyed by the end of 2024, there would no longer be any gravel roads in Carroll County. This will be a cost saving effort, since gravel roads are costly to maintain.
- Based on Governor Hogan's directives that are based on CDC recommendations, wearing a mask is no longer required for those vaccinated. Masks will no longer be required in all County buildings. The Commissioner is hopeful that people are respectful of others who wish to continue to wear a mask.
- The Commissioner urged all residents to get vaccinated. He indicated that the County Health Department and the old Sears store located at the Westminster Town Mall are offering walk-in appointments for vaccinations.
- The County Office building is prepared to open for service on June 1, 2021, by appointment only: however, tax bills or submitting building permits will not need an appointment. The County will also provide the hybrid method of conducting all meetings and hearings typically held at the County office building. Participants will have the ability to attend virtually.
- The Commissioners voted to hold the July 4th fireworks at the Carroll County Farm Museum. This is a sign that things are returning to normal in the County with the right precautions and best practices in place. He feels that we can continue to move forward.
- The Commissioner updated the Board on the outcome of the local municipality elections held recently in Sykesville, Westminster and New Windsor. All towns voted in new Mayors.
- The Commissioner informed the Board that today is Emergency Responders Appreciation Day. In appreciation, the Commissioners were busy visiting first responders throughout the County. He also recognized the College for their efforts in their training of a lot of these first responders.
- The Commissioner thanked Mrs. Frager for allowing him to move his report and thanked everyone at the College for all they do for our community.

Dr. Ball wished Commissioner Wantz a happy Emergency Responder Day and thanked him for his leadership.

IV.A. President's Report

Dr. Ball reported:

1. Dr. Ball announced the nomination of retired employee, Sue Sivert, to receive the College's distinguished Emeritus Award for her many significant contributions to the growth and quality of operations of the Student Life Area. He asked Mrs. Frager to present the background and the motion for this award.

Mrs. Frager reported:

- The Emeritus award at Carroll is granted by the Carroll Community College Board of Trustees as the highest accolade bestowed on a member of the faculty, staff, or administration to mark distinguished service upon retirement or departure from Carroll. It is not viewed as an automatic designation for years of service, but as an honor earned through meritorious service beyond the norm for the position.

Mrs. Frager continued:

- Honorees receiving the designation exemplify Carroll Community College's highest standards of service and will have demonstrated exceptional commitment to the College mission throughout their years of full-time employment at Carroll. Such service may be evidenced by contributions to students, the College, the community, the profession, or other endeavors. Individuals awarded this honor serve as role models for aspiring leaders.
- Nomination: Whereas, the required nomination letters from three colleagues, including Dr. Kristie Crumley, Ms. Jennifer Milam, and Ms. Amanda DeRose, were submitted to the administration (see Exhibits A, B and C), and, whereas Ms. Sue Sivert during her over 17 year career at Carroll Community College made significant contributions to the growth and quality of operations of the Student Life Area, and provided consistently superior service to students and fellow colleagues throughout her tenure at Carroll; it is with great confidence and full support that Provost, Rose Mince and President, James Ball forward to the Board of Trustees the nomination of Mrs. Sue Sivert to be awarded Emeritus Status, with all the right honors and privileges appertaining.

Motion: Mr. O'Callaghan moved that the Board of Trustees in recognition of her over 17 years of service to the College, and in recognition of significant contributions to the growth and the quality of operations of the Student Life Area; and for providing consistently superior service to students and fellow colleagues throughout her tenure at Carroll; Mrs. Sue Sivert is hereby awarded Emeritus Status, with all the right honors and privileges appertaining on this 19th day of May, 2021. Mrs. Foster seconded.

Motion status: Motion carried unanimously.

- Mrs. Frager read excerpts of the glowing nomination letters submitted by her colleagues mentioned above to receive this prestigious recognition.

Mrs. Frager opened the floor for further discussion on Mrs. Sivert's nomination.

- Dr. Ball recognized Mrs. Sivert's dedication and her competence in performing her job in the Student Life Area and for her many contributions to our students. He stated to Mrs. Sivert that she will be taking with her our undying admiration for all she has done for the College.

Mrs. Sivert thanked Dr. Ball and the Board for this unexpected honor. She expressed her gratitude to her fellow colleagues and how much she misses all the employees and students at the College. She stated that her love for the College was based on the people and their genuine care, love and dedication. She misses working at the College very much and will always carry a piece of the College in her heart.

2. Dr. Ball invited Mr. Clyde Johnson, Executive Director, Diversity, Equity, and Inclusion, to provide his monthly update to the Board.

Mr. Johnson reported:

- Mr. Johnson presented the Carroll Community College Diversity, Equity, and Inclusion Philosophy Draft to the Board. He specified that in the College's Strategic Plan Compass 2025, Priority 3 Diversity and Global Citizenship indicates that we must prepare our students for a diverse work environment and connect them to a global community.
- He indicated that under the recommendations for the year 2021 there was a need to create institutional definitions for Diversity, Equity, and Inclusion. He spoke with members of the community, students, and College employees about their interpretation of the meaning of Diversity.

Mr. Johnson continued:

- Mr. Johnson felt that there was a need to create a College Civility and Commitment Statement. The definitions, Carroll's Commitment, the Civility Statement along with Frequently Asked Questions was provided to the Board for their review and any recommended changes.
- Mr. Johnson conveyed that Carroll's ongoing commitment to Diversity, Equity, and Inclusion prompts the College to regularly evaluate College policies, procedures, and practices to ensure that we are fully supporting our diverse community. This statement will ensure to the community that the College is fully committed to this statement as we move forward.
- The attached document will need to be approved by the Board and adopted by the College prior to its inclusion in the final progress report to MHEC. Therefore, this item is placed on 30-day notice and will be provided as an action item, including any recommended changes, at the June 16, 2021, Board meeting. This report will also be presented at the Collegewide meeting on May 27th for any input from the College community.

Dr. Ball thanked Mr. Johnson for his report.

3. Dr. Ball invited Dr. Mince, Provost, to present the PAR Indicators and Benchmarks Report.

Dr. Mince reported:

- Dr. Mince thanked Dr. Natalie Crespo, Director of Institutional Research, for compiling this annual detailed report.
- The 2021-2025 Performance Accountability Report (PAR) Indicator Benchmarks is presented as an information item. Approval of Benchmarks will be an action item at the June Board meeting.
- Every five years, we begin a new cycle in our Performance Accountability Reporting (a new cycle begins this year). Indicators are revised at this time, and we have the opportunity to set and/or revise benchmarks. The PAR is approved by the Board each year at the September meeting, as is required by MHEC, and due annually on October 1.
- Dr. Mince commented that as was noted in the College's Middle States Self-Study, accountability is incredibly important, and the College was commended for our use of data and assessment. Dr. Mince reviewed the five-year benchmarks for the College's PAR report with the Board.

Dr. Ball indicated that this report is important to the institution and to the Board to keep track of the College's performance.

4. Dr. Ball updated the Board on the accreditation visit from a team representing the Middle States Commission on Higher Education (MSCHE) that took place virtually on April 25-28, 2021. He conveyed that although the Accreditation was virtual, it provided many struggles, but the College Self-Study Committee was well prepared to handle any obstacles. Dr. Ball thanked Committee Chairs, Dr. Melody Moore and Rob Brown, for all of their hard work in support of this process. He also thanked Marianne Anderson, Executive – President, and Lauren Walker, Executive Associate, for their efforts in arranging all of the virtual meetings.

Dr. Ball continued:

- Dr. Ball reviewed the recognition and commendations submitted to the College from the Middle States Team. He indicated that he provided his comments on the report Dr. Durant, Team Chair before the report is finalized and forwarded to MSCHE.

Mrs. Frager thanked all those involved in this effort and appreciated their dedication, especially the Committee Chairs, Dr. Moore and Rob Brown. She recognized the many months of work that goes into this process and was delighted about the final outcome.

5. Dr. Ball informed the Board that the Nursing Pinning Ceremony will take place in person with a limited number of participants on May 26, 2021. The event will also be live streamed for those unable to attend.

The Drive-Through Commencement Ceremony will take place on Friday, June 4, 2021. Dr. Ball and Trustee Frager will personally hand out diplomas to all of the students participating.

Dr. Ball invited Dr. Maya Demishkevich, Senior Director of Marketing, and Tara Barnabei, Art Director, for the Logo redevelopment reveal.

- Dr. Demishkevich reminded the Board that the Marketing Department introduced a few different concepts for the new College logo at a previous Board meeting. At that time, the majority of the vote went towards one concept, which the Marketing Department continued to explore. She invited Ms. Barnabei to reveal the selected design for their approval.
- Ms. Barnabei thanked the Board for allowing them to attend this meeting. She shared an animation that the designers created to show what the inspiration was for the logo. Ms. Barnabei conveyed that the logo contains the “C” and also has the symmetry to show support of the iconic “A” building. The new design will be introduced at the Collegewide meeting on May 27th.
- The Board all agreed that the new logo design was simple, elegant and iconic. Mrs. Frager thanked the Marketing Team for their creative work on the new design.

Dr. Ball thanked Maya and Tara and stated that this was a nice update for the campus.

6. Dr. Ball invited Mr. Steve Wantz, Executive Director of Institutional Advancement & College Foundation, to give the Board an update on the Foundation’s activities.

Mr. Wantz reported:

- Mr. Wantz shared the many successes of the virtual Book Fair that was held on April 9-10, 2021.
- The Foundation held two Virtual Scholarship Receptions on May 12 – 13, 2021. Twenty-one students and Twenty-seven donors and friends of the College were in attendance. Dr. Ball welcomed and shared his pride of each of the students.
- The Foundation is in the process of creating an E-Newsletter to share with our donors and the Board, that will highlight the many student success stories shared at the Virtual Scholarship Reception.

Mr. Wantz continued:

- The College staff campaign kicked off last week. As of this date, over 44% of our faculty and staff have responded favorably.
- Mr. Wantz shared with the Board the restructuring of his staff in the Institutional Advancement and College Foundation Office.
- Mr. Wantz informed the Board that Dr. Ball wanted to share exciting news about the July Foundation Board meeting.

Dr. Ball conveyed that the Foundation Board of Directors meeting will be held on July 15, 2021. He would like to propose that both Boards get together for a dinner celebration at the Challedon Golf Course. He indicated that this dinner is long overdue and would like to celebrate this year's successes and to get back to some type of normalcy. Invitations will be sent out to Board members shortly.

Mr. Bollinger expressed his delight in getting both of the College Boards together.

IV.B. Academic Council

Mr. Krzanowski:

- The Academic Council canceled the May 7, 2021 meeting. No report was given.

IV.C. Senate

Ms. Nusbaum reported:

- The Senate met on Friday, May 14, 2021.
- Dr. Ball attended to provide a Middle States visit debrief to the Senate, gave details regarding Visiting Team findings, and answered questions. The Senate appreciated Dr. Ball sharing the details of the findings.
- Ms. Sharon Brunner, Division Chair of Social Sciences, presented a revised Code of Integrity for academic and behavioral standards.
- The Senate discussed the class recording policy for clarification.
- The Senate discussed changes to the Tuition Reimbursement Policy.
- The next meeting with the newly elected Senators will be held on Friday, June 11, 2021.

IV.D. Student Government Organization (SGO)

Mr. Wilhelm reported:

- SGO elections ended on Monday, May 17, 2021. Mr. Wilhelm shared the five newly elected officials.
- SGO held their end of semester drive-through celebration with music and many gift handouts. A virtual event was also held with an escape room and game shows. Both events were well attended.
- Mr. Wilhelm shared the SGO End of Year Report highlighting their many accomplishments.
- The SGO Mental Health Newsletter was shared with the Board.

Mrs. Frager commented that the SGO logo on the End of Year Report was excellent. She also thought the graphics and the compelling content in the Mental Health Newsletter was very well done. Mrs. Frager complimented SGO for acting and hearing the students' needs for this Newsletter.

Mrs. Frager thanked Mr. Wilhelm for his service to SGO.

IV.E. Commissioner

Commissioner Wantz reported before the President's report, due to a prior commitment.

IV.F. Planning Advisory Council (PAC)

Ms. Bream reported:

- The Planning Advisory Council met on Monday, May 3, 2021 via MS Teams.
- Dr. Crespo, Director Institutional Research, led the Council on their input and interaction on the PAR Benchmarks.
- The next meeting will take place on Monday, June 7, 2021, via Teams.

Mrs. Frager reminded the Board, as discussed at the April 2020 meeting, the Finance Committee would be reported by Mr. Alan Schuman and the Personnel Committee Report would be reported by Dr. Rose Mince, Provost. She conveyed that all action items would be approved in one consent vote at the conclusion of each Committee's Report under section V.A. and V.B. on the Agenda.

V.A. Finance, Facilities, and Related Policies Committee

Mr. Schuman reported:

1. Financial monthly reports are provided to the Board of Trustees in order to keep the Board informed of the on-going status of the College's financial activities. The April reports are not the audited final statement.

A review of the financial statements for the period ending April 30, 2021, reveals normal and reasonable receipts, disbursements and encumbrances.

Recommended Motion: The Board acknowledge receipt of the April financial reports. Cumulative financial information will be annually audited and appropriate responses provided by the external auditors during the annual audit process.

2. The Board of Trustees must approve the Auxiliary Enterprise spending plans pursuant to the Board of Trustees Policy. The College operates a Bookstore, Cafeteria and Child Development Center for the benefit of students, faculty, and staff. Each operation is designed to be financially self-sufficient. Athletics is also included under the umbrella of an auxiliary enterprise operation. The projections have been made recognizing a possible impact by COVID-19. However, the underlying assumption, for purposes of this budget, is that the College will be operating near normal beginning in the Fall semester. Adjustments will be made if other realities are experienced.

Recommended Motion: The Board of Trustees approve the FY2021-2022 Auxiliary Enterprises Budget and authorize the transfer of funds from the Auxiliary Enterprises in FY2021-2022 of up to \$200,000 in support of the FY2022 College operating budget, if needed.

3. The Board of Trustees must review and approve the Student Government Budget. The President must approve the Student Government Budget and submit the Budget to the Board of Trustees. The Executive Vice President of Administration is responsible for proper financial records of all the Student Government funds. The College's controls and procedures are used to administer expenditures out of this budget.

Mr. Schuman continued:

4. The SGO Budget represents a plan developed by the SGO Board and the Student Activities Finance Board and accepted by the Office of Student Life.

Recommended Motion: Approve the FY2022 Student Government Budget for Carroll Community College.

5. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The 2018 Maryland General Assembly, by way of Senate Bill 595/House Bill 403, established the Community College Facilities Renewal Grant (CCFRG) program within the Maryland Higher Education Commission (MHEC) to provide grants for improvements, repairs, and deferred maintenance projects at community colleges.

The College will coordinate all projects with the Carroll County Government's Department of Public Works. The items approved for the current fiscal year were provided to the Board.

Recommended Motion: The Board of Trustees accept the grant from The Maryland Higher Education Commission in the amount of \$500,000.

6. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology refresh process, the following is being requested to replace lab laptops that have been loaned to students; upgrade instructor stations; upgrade a tablet cart allowing for additional student loaner devices; and upgrade six employee laptops requiring higher end specifications. Additionally, two labs will be refreshed with new monitors.

The College's Technology Advisory Group (TAG) endorsed this recommendation. A detailed list of items was provided to the Board.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of Dell OptiPlex desktop computers, monitors, and Latitude laptops in an amount not to exceed \$280,000 to Dell Advanced Systems Group, Round Rock, Texas, Maryland Education Enterprise Consortium (MEEC) Hardware Agreement 2017-2026 Contract #UMD-972016.

7. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. As a result of the pandemic and the continued remote work and teaching, IT is recommending an external review of the College's security posture. The Posture Security Assessment is designed to identify security risks, vulnerabilities, and proposed remediation strategies. The assessment will include five phases that were defined to the Board.

While the College does complete vulnerability scans on a regular basis and the security assessment will include an automated vulnerability scan, the College will also have a penetration test (pen test) completed during the engagement. The test will attempt to actively exploit any weaknesses in the College environment.

TAG and PAC endorsed the assessment. HEERF funding will be used to complete the project using a competitively awarded contract via an RFP conducted by Carroll County Government. The total cost for service is \$35,163.

Recommended Motion: The Board of Trustees authorize the College to award the security assessment and pen test in an amount not to exceed \$36,000 to Skyline Technology Solutions, 6956-F Aviation Blvd., Glen Burnie, MD, 21061 using Carroll County Government Contract - CCPNR RFP #49.F.1.18.19.

Mr. Schuman continued:

8. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. As part of the technology refresh process, the following rooms need to have the Extron electronic components in the instructor stations replaced – T317, N201, N203, N205, N209, N211, and N213. The equipment being upgraded is end of life and cannot support the newer classroom technology. The upgrades will provide similar technology to all other classroom/lab instructor stations.

TAG and PAC endorsed this recommendation.

These items will be purchased off the existing Maryland Education Enterprise Consortium (MEEC) Hardware Agreement TU-1901.

Recommended Motion: The Board of Trustees authorize the College to award the purchase of the Extron equipment in an amount not to exceed \$37,532 from Lee Hartman, 8839 Kelso Drive, Baltimore, MD, 21221 using the Maryland Education Enterprise Consortium (MEEC) Audio Visual Contract #TU-1901.

9. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. For FY20 Carroll issued an Invitation for Bid (IFB) (Project CFY190119-03) through eMaryland Marketplace for printing, binding, and delivery of the Carroll Community College Non-Credit Schedule of Classes. Bids were based on the production of the following:

77,800 72-pages plus cover – Non-Credit Schedule of Classes for Fall 2019

77,800 76-pages plus cover – Non-Credit Schedule of Classes for Winter/Spring 2020

77,800 68-pages plus cover – Non-Credit Schedule of Classes for Spring/Summer 2020

Engle Printing & Publishing Company of Lancaster, PA offered the lowest bid of \$78,889.49 as their base bid and was selected.

During FY21, the decision was made to widen the delivery area of the schedules by an additional 15,700 units for each edition.

Engle Printing has produced the College's Non-Credit schedules for the last eight years. This renewal constitutes the second of two single year contract options. A new solicitation will be conducted for FY23.

The cost per thousand structure offered by Engle in the original bid remains in place though a small increase in cost per thousand is reflected due to a rise in paper costs. Those increases were absorbed by Engle in FY21. This increase of the commodity cost is allowable per the bid language. The total estimated cost is \$102,059.47.

Recommended Motion: The Board of Trustees authorize Carroll to exercise its option to renew the agreement for one additional year, in accordance with RFP CFY190119-03 Printing of Non-Credit Schedule, with Engle Printing & Publishing Company of Lancaster, Pennsylvania, for a total cost of \$102,059.47.

10. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The IT Department is in the process of reorganizing its space and staff office assignments to foster enhanced functionality, customer service and aesthetics of the existing A216 suite.

The A216 suite currently houses a portion of the IT staff who were previously designated as Learning Technology. With the restructure of the IT Department, the suite has been identified to house all members of the IT Help Desk team who are currently located in three separate areas on campus. This includes seven full-time employees and several part-time and student employees.

Mr. Schuman continued:

After review and consultation with the County's onsite Facilities Supervisor, the Director of IT, and the Director of Facilities Planning, it was determined the current room configuration can be modified to remove some existing non-load bearing walls and create an open space area to accommodate eight cubicle style office areas.

For the demolition and renovation portion of the project, Proposal #3848 was received from The Lyons Construction Company, Inc., piggy-backed on their time and materials term contract with Carroll County Government, for a total of \$26,523.

Recommended Motion: The Board of Trustees authorize the College to award a construction contract, not to exceed \$32,000 to Lyons Construction Company.

11. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The IT Department is in the process of reorganizing its space and staff office assignments to foster enhanced functionality, customer service and aesthetics of the existing A216 suite.

After review and consultation with the County's onsite Facilities Supervisor, the Director of IT, and the Director of Facilities Planning, it was determined the most efficient use of the space will be achieved with cubicles of a uniform size, design pattern and furniture in the large open portion of the suite.

The cost for the projected is estimated at approximately \$32,000, depending on final design, and includes inside delivery and installation.

Recommended Motion: The Board of Trustees authorize the College to award a cubicle furniture design and purchase contract, not to exceed \$35,000, to Douron.

12. Board of Trustees Policy requires approval of all Purchase Requisitions amounting to over \$25,000. The College has been evaluating the continued requests for single-user restrooms on campus for several years. This project is one of five submitted to MHEC for funding under the Community College Facilities Renewal Grant (CCFRG) program.

The 2018 Maryland General Assembly, by way of Senate Bill 595/House Bill 403, established the Community College Facilities Renewal Grant (CCFRG) program within the Maryland Higher Education Commission (MHEC) to provide grants for improvements, repairs, and deferred maintenance projects at community colleges. Eligible projects for the funding from the CCFRG program include improvements, repairs, and deferred maintenance projects with a total estimated cost equal to or less than \$1.0 million that have been submitted to MHEC as part of an annual master plan, or 10-year master plan.

This first project to be scheduled with the CCFRG funding is the creation of a single-user restroom on the first level of the K Building. Existing empty space located in the K124 Ladies Restroom will be sectioned off to create a private single-user restroom (K124A) using the existing second entrance to the K124 space.

Proposal #3835 was received from The Lyons Construction Company, Inc., piggy-backed on their time and materials term contract with Carroll County Government, for a total of \$77,858.

Funds from the State of Maryland's Community College Facilities Renewal Grant, 2021, approved by the Maryland General Assembly will be used for this purchase.

Recommended Motion: The Board of Trustees authorize the College to award a construction contract, not to exceed \$85,000 to Lyons Construction Company.

Mr. Schuman continued:

13. Board Policy requires the Board of Trustees to approve the acceptance of all grants. The Academic Nursing Educator Certifications (ANEC) is a statewide funding initiative authorized under the auspices of the Nurse Support Program II (NSP II) and jointly approved by the Health Services Cost Review Commission (HSCRC) and the Maryland Higher Education Commission (MHEC). An annual Faculty Award Survey will be completed by each faculty awarded. The aggregated survey data will be used for the program evaluation to support future NSP II funding. Your award may be accessed at the school for up to five years and is contingent upon continued employment in good standing and completion of the annual survey.

Dr. Nancy Perry, Division Chair, Allied Health and Program Director of Nursing, was approved to receive up to \$5,000. All faculty who received an NSP II individual award in any of the five Statewide Initiatives, Faculty-focused award programs since FY2019 will be expected to complete the survey online to assist with the upcoming NSP II program evaluation.

Recommended Motion: The Board of Trustees accept the grant from the Maryland Higher Education Commission for a total of \$5,000 for Fiscal Year 2021.

14. The Board of Trustees Calendar and Topics for 2021-2022 was presented for approval.

Recommended Motion: The Board of Trustees approve the Calendar and Topics for 2021-2022.

15. The Board of Trustees must approve all new or revised policies. The College has completed a review of its reimbursement policy for undergraduate and graduate study reimbursement. The current policy and reimbursement amounts have not been changed since 2005. The College is recommending that reimbursement rates be established based on the current University of Maryland credit tuition rates, also used by many other community colleges as a basis in the State of Maryland.

Undergraduate Rates would be established as a maximum of \$2,200 per fiscal year; increased from \$900.

Graduate Rates would be established as a maximum of \$4,386 per fiscal year; increased from \$1,800.

The new rates would go into effect for any course work started after July 1, 2021.

Recommended Action: The Board of Trustees approve the revised College's Employee Handbook at the June 16, 2021 meeting.

Mrs. Frager asked the Board for any questions or discussion on the items presented.

16. Consent Approval for All Action Items
 - a. Motion to approve College recommendations for item A.1. – A.13. as proposed.

Mrs. Frager requested a motion for items A.1. – A.13. as proposed.

Motion: Mr. O'Callaghan moved that the Board of Trustees approve the College's recommendation for items A.1. – A.13. as proposed. Mr. Hoover seconded.

Motion status: Motion carried unanimously.

V.B. Personnel, Instruction, and Related Policies Committee

Dr. Mince reported:

1. The College proposes four new professional appointments for Molly Dolan, Director of Major and Planned Giving, effective May 31, 2021; Shanna Kibler, Senior Director, CET Operations, effective May 17, 2021; Lara Truitt, Admissions Recruiter-Advisor, effective May 3, 2021; and Sherri Warner, Assistant Chief, Campus Police, effective May 3, 2021.

Recommended Motion: The Board of Trustees approve the appointments of Molly Dolan, Shanna Kibler, Lara Truitt, and Sherri Warner.

2. Four new support staff appointments include Joshua Buratt, Environmental Services Specialist; Kevin Carey, Campus Police Officer; Leroy Koontz, Campus Police Officer; and Emma Sigrist, Library Services Specialist. The effective start date for these new support staff employees was May 17, 2021.
3. Several new temporary staff appointments were presented to the Board for information.
4. The College informed the Board of seven employee separations to include Michael Carter, Environmental Services Specialist; James Cox, Technical Director/Senior Lecturer, Theatre; Susan Gouge, Administrative Associate-Nursing; Brittany Hodges, Assistant Professor, Nursing; Patrick McMurtray, Environmental Services Specialist; Dr. Michelle Parke, Assistant Professor, Communication Art; and Susan Stansbury, Payroll Specialist.
5. The FY2023 (2022-2023) Academic Calendar was provided to the Board for information
6. Consent Approval for All Action Items
 - a. Motion to approve College recommendations for item B.1. as proposed.

Mrs. Frager requested a motion for item B.1. as proposed.

Motion: Mrs. Foster moved that the Board of Trustees approve the College's recommendation for item B.1. as proposed. Mrs. Bollinger seconded.

Motion status: Motion carried unanimously.

VI. Old Business/New Business

Mrs. Frager asked Mr. Bollinger and Mr. O'Callaghan to give the report of the Board of Trustees Nominating Committee for 2021/2022 Slate of Officers.

- Mr. O'Callaghan and Mr. Bollinger were pleased to re-nominate Mrs. Kelly Frager as Board Chair, and Mrs. Mary Kay Nevius-Maurer as Vice-Chair, for the 2021-2022 term of the Board of Trustees.

Mrs. Frager noted that a motion of these appointments will be conducted at the June 16, 2021, Board of Trustees Meeting. She thanked Trustees Bollinger and O'Callaghan for their report.

VII. Dates of Upcoming Meetings and Events

Mrs. Frager reviewed upcoming meeting and activity dates.

Mrs. Frager asked for a motion to end the official May 19, 2021, Board of Trustees' meeting and meet in a closed Executive Session to discuss an issue of general administrative and legal consideration. Mrs. Bream moved to end the official May 19, 2021, Board of Trustees' meeting and meet in a closed Executive Session. Mr. O'Callaghan seconded.

Motion status: Motion carried unanimously.

VIII. Adjournment

Mrs. Frager adjourned the meeting at 5:54 P.M.